



Republic of the Philippines
Office of the Solicitor General
Request for Quotation

To: _____
 Tel. No.: _____
 Fax No. _____

Date: March 15, 2024
 Quotation # PS 024-03-059
 ABC: _____

Attention: _____

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this from duly signed by your representative.

RODRIGO L. OJENAL
 SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
1	<p>Procurement of: MANPOWER REQUIREMENTS FOR HAULING SERVICES OF UNLOADING THE SACKS OF RICE SUBSIDY OF OSG EMPLOYEES</p> <p><i>Delivery Address:</i> CONVERGYS ONE BUILDING 6796 Ayala Avenue cor. Salcedo St., Legaspi Village, Makati City; <i>and</i> OSG OFFICES at Legaspi Village, Makati City *OSG MAIN BUILDING - 134 Amorsolo St *APMC BUILDING - 126 Adelantado St. *MONTEPINO BUILDING - 138 Amorsolo St.</p> <p><i>Duration of Service/No. of personnel:</i> March 20-21; 11pm to 5am - 15 personnel March 21-22; 11pm to 5am - 15 personnel</p> <p><i>Scope of Services:</i> Facilitation and coordination of unloading of rice in the delivery addresses Provide and assign qualified personnel for the given task of unloader. Personnel of the contractor is responsible for unloading 390 sacks, at 50kgs/sack from the drop off point of the vehicle to the storage area within the delivery addresses. The contractor is responsible for any safety equipment to be used or any equipment that can aid the personnel in accomplishing their tasks. Likewise, the contractor is responsible in ensuring the safety of its personnel. The OSG may not be held liable in any case of unforeseen circumstances that the activity may cause to the personnel.</p> <p><i>Qualifications of Personnel</i> Preferably male that can perform the scope of services. Fit to work; Medium to Large Built and able to carry at least 50kg of rice No pre-existing conditions like heart diseases, bone diseases, diabetes, autoimmune disease or any disease that may be worsen by carrying heavy materials. Courteous, and able to comprehend the instructions to be given by the coordinator.</p>	1	LOT			

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	<p><i>Other Requirements:</i> Quotation must include wage, mandatory contributions, taxes, and other applicable charges that may apply for all personnel involved.</p> <p><i>Note: The supplier is required to submit list of personnel along with their biodata sheet prior to deployment upon awarding. Supplier must allow variation in the time of delivery upon actual coordination with the authorized representative of end-user.</i></p> <p align="center">(Price Vat-Included)</p>					

Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

1. Please quote within ____ days from the date of RFQ.
2. Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
 - a. Mayor's / Business Permit;
 - b. PhilGEPS Registration Number: _____ Membership: Platinum Red
 - c. Income / Business Tax Return (for above P500K);
 - d. Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above; Notarized OSS is required.);
 - e. Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

Sir,

I hereby certify under oath that I have personally conducted this canvass, which the price/s quoted are true and correct, and the signature of representative of the company submitting the quotation is genuine.

alcazaren
JOSEPHINE C. ALCASAREN / ANGELITO E. FRIAS
SIGNATURE OF CANVASSER

For more information, you may contact us:

Tel: (02) 8836-3314, (02) 8988-1674 loc 777

Telefax: (02) 8813-1174

Please send your quotation to:

rfq osgprocurement@gmail.com

OSG-HA-QF-039

Rev.00 (05 July 2018)